

Civilian ON-THE-SPOT Award Nomination (Reference SPAWARINST 12451.5A)

Nominated By:

Date:

Recommended Award: Cash in the amount of:

Time off (in hours):

Employee Name(s): (First and Last Name)

Code

Accomplishment Details:1. Was this accomplishment a team effort? YES ☐ NO ☐

2. Dates of unusual accomplishment or exceptional performance:

3. Brief description of achievement or performance which shows contribution to the efficiency, economy, or other improvements in the operation of the government. Explain how this exceeds the employee's normal job description. Include metrics as much as possible. For example, how did the employee's accomplishment impact or contribute to:

- Increased product reliability
- Increased product capability
- Positive interaction with customers
- Improved customer image for the command
- Reduction of cycle time
- On time product delivery
- Inventory management; reduction of inventory
- Budget management; reduction of cost
- Improved Fleet readiness

(If additional space is necessary, include the employee's name and date of submission on all attachments.)

Supervisor Review:Approved ☐ Disapproved ☐ (If disapproved, provide explanation below.)

Reason for disapproval:

Supervisor Signature:

Date:

Department Review:Approved ☐ Disapproved ☐ (If disapproved, provide explanation below.)

Reason for disapproval:

Department Signature:

Date:

Comptroller Review:Funds Available ☐ YES ☐ NO

Comptroller Signature:

Date:

Technical Director Review:Approved ☐ Disapproved ☐ (If disapproved, provide explanation below.)

Reason for disapproval:

Technical Director Signature:

Date:

ALL NOMINATIONS (APPROVED OR DISAPPROVED) ARE TO BE FORWARDED TO THE CHAIRPERSON OF THE CIVILIAN AWARDS BOARD.
SPAWARSYSCEN Norfolk Form 12400/2 (06/08)

**Civilian On-The-Spot Award
Processing and Routing Guidelines**

	Who	What	How
1.	Nominator	Submit nomination narrative via SSCN Form 12400/2 to nominee's immediate supervisor.	Hardcopy delivery
2.	Nominee's Immediate Supervisor	Form 12400/2 is signed by immediate supervisor and forwarded to Department Head for consideration (both approved and disapproved are forwarded).	Hardcopy delivery
3.	Department Head & Comptroller (no action if disapproved)	Form 12400/2 is signed by Department Head (both approved and disapproved) and is submitted to Comptroller for verification of funds availability. Comptroller signs Form 12400/2 and returns to Department Head.	Hardcopy delivery
4.	Department Head	Form 12400/2 is forwarded to the Technical Director (both approved and disapproved) for final consideration.	Hardcopy delivery
5.	Technical Director	Form 12400/2 is signed and forwarded to the Chairperson of the Awards Board for processing and tracking metrics. (All On-The-Spot submissions (approved and disapproved) are forwarded to the Chairperson.	Hardcopy delivery
6.	Chairperson of Awards Board (no action if disapproved)	Approved Form 12400/2 is submitted to the SSCN HR Office for Form 50 processing (payment of award).	Hardcopy delivery
7.	Chairperson of Awards Board (no action if disapproved)	The On-The-Spot Award certificate is created and, along with the original submission, is returned to the Department Head.	Hardcopy delivery
8.	Department Head (no action if disapproved)	Department Head determines when and how the award honors are to be presented to the recipient.	Hardcopy delivery

Process complete.

Changes or recommendations must be submitted to the Civilian Awards Board Chairperson.